

**BY ORDER OF THE COMMANDER
AIR FORCE MATERIEL COMMAND**



AIR FORCE INSTRUCTION 32-3001

AIR FORCE MATERIAL COMMAND

Supplement 1

2 JULY 2002

Civil Engineering

**EXPLOSIVE ORDNANCE DISPOSAL
PROGRAM**

"HOLDOVER"

"The basic publication has changed; impact on supplemental information is under review by the OPR. Users should follow supplemental information that remains unaffected."

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the AFDPO WWW site at:
<http://www.e-publishing.af.mil>

OPR: HQ AFMC/CEOX (SMSgt Paul L. Hicks)

Certified by: HQ AFMC/CEO
(Col York D. Thorpe)

Pages: 8

Distribution: F

AFI 32-3001, 1 Oct 99, is supplemented as follows:

This supplement applies to all AFMC EOD activities and does not apply to the US Air Force Reserve or Air National Guard on AFMC-owned installations. For the purposes of this supplement, EOD units and divisions are synonymous.

1.3.11. AFMC Flights will establish a physical fitness program commensurate to the unit mission and conduct fitness training three days a week during duty hours. The program must be approved by base medical staff.

1.6.2.2.11. (Added) Commander responsibilities:

1.6.2.2.11.1. (Added) Ensures products developed by the NAVEODTECHDIV for Air Force use (tools, equipment, technical data) meet Air Force requirements.

1.6.2.2.11.2. (Added) Provides personnel to participate in joint service verification projects.

1.6.2.2.11.3. (Added) Prepares and distributes monthly EOD Technical Data and Equipment Deficiency status reports.

1.6.2.2.11.4. (Added) Manages issues affecting Address Indicator Groups (AIG) 9426 and 9423.

1.6.2.2.11.5. (Added) Participates in MAJCOM EOD management meetings involving EOD plans, technical issues, and requirements.

1.6.2.2.11.6. (Added) Acts as AF EOD review authority on fuze design as prescribed in MIL-STD-1316.

1.6.2.2.11.7. (Added) Augments HQ AFMC/IG and HQ AFMC/CEOX in support of AFMC IG inspections of command EOD units.

1.6.2.2.12. (Added) Technical Data Acquisition and Management Division responsibilities:

1.6.2.2.12.1. (Added) Manages the 60-series non-nuclear AFTO Form 22, **Technical Order System Publication Improvement Report and Reply** program for AF EOD publications. Maintains review and approval/disapproval authority for 60-series non-nuclear EOD publications.

1.6.2.2.12.2. (Added) Coordinates and approves/disapproves AF IDEA Program suggestions involving joint service EOD tools, equipment, and procedures.

1.6.2.2.12.3. (Added) Provides approved unclassified 60-series disposal procedures to T.O. 11A-1-42 OPR for review.

1.6.2.2.12.4. (Added) Provides AFTO 22 status monthly in the EOD Technical Data and Deficiency Status Report.

1.6.2.2.12.5. (Added) Coordinates EOD requirements with item and system program managers (IM/SPM) for the acquisition of explosive ordnance and related material for evaluating EOD procedures.

1.6.2.2.12.6. (Added) Air Force coordinator for inputs to joint service Data Item Description (DID) for EOD source data. Ensures DID is submitted to appropriate Air Force program manager on new weapons systems.

1.6.2.2.12.7. (Added) Receives and reviews modification proposals on non-nuclear munitions, strategic and tactical missiles, or weapons platform aircraft. These proposals must be screened for content to ensure appropriate EOD T.O. changes are accomplished as required.

1.6.2.2.12.8. (Added) Assists NAVEODTECHDIV with coordinating Air Force aircraft and ordnance intelligence matters.

1.6.2.2.12.9. (Added) Serves as AF representative to the Military Technical Acceptance Board (MTAB) joint service Publication Review Committee.

1.6.2.2.13. (Added) Equipment Management Division Responsibilities:

1.6.2.2.13.1. (Added) Assists HQ AFCESA, MAJCOMS, and individual units as necessary with determining annual and projected budget forecast for joint service EOD stock class items developed at the NAVEODTECHDIV for initial Air Force procurement.

1.6.2.2.13.2. (Added) Provides shipping instructions and monthly shipping and repair status of Air Force-owned joint service EOD stock class tools and equipment repaired or recertified at NAVEODTECHDIV under Depot Maintenance Interservice Support Agreement (DMISA).

1.6.2.2.13.3. (Added) Provides NAVEODTECHDIV (agent) on-site technical liaison for ensuring AF DMISA requirements are met. Attends annual DMISA negotiations when requested by OO-ALC, Hill AFB, Utah.

1.6.2.2.13.4. (Added) Provides AF liaison for matters dealing with procurement of joint service EOD tools and equipment processed through the NAVEODTECHDIV.

1.6.2.2.13.5. (Added) Serves on NAVEODTECHDIV joint service Notional Concept Working Group and reviews and coordinates notional concept inputs with HQ USAF/ILEOR and MAJCOM functional managers.

1.6.2.2.13.6. (Added) Monitors NAVEODTECHDIV R&D projects and Non-Developmental Item (NDI) acquisitions of Air Force Interest.

1.6.2.2.13.7. (Added) Provides NAVEODTECHDIV shipping addresses of Air Force EOD units receiving initial/new joint service EOD stock class investment items, after coordination with HQ AFCESA and major command headquarters.

1.6.2.2.13.8. (Added) Serves as Air Force representative on MTAB joint service EOD Equipment Review Board.

1.6.2.4. (Added) EOD Operational Unit/Division Chief responsibilities:

1.6.2.4.1. (Added) Ensure the unit has the resources and capabilities to meet the operational requirements of AFJI 32-3002, AFI 32-3001 and as directed by HQ AFMC/CEOX.

1.6.2.4.2. (Added) Coordinate with Center/Wing Commanders to establish written guidance for support of civil authorities.

1.6.2.4.3. (Added) Ensure unit budget and vehicle needs are identified and submitted to the proper authorities for inclusion in the parent unit budget and vehicle program.

1.6.2.4.4. (Added) Provide specialized training to host/support base agencies, e.g., explosive ordnance reconnaissance, munitions hazards, fire department, weapons of mass destruction (WMD), and improvised explosive devices awareness (security forces, military working dog handlers, and post office).

1.6.2.4.5. (Added) Notify HQ AFMC/CEOX within one hour or as soon as practical when dispatched on any operation in support of a another service, Disaster Response Force, national news event, potential WMD or actual WMD. Also, notify HQ AFMC/CEOX within 24 hours of any event, which degrades mission support capability, e.g., an injury or death, or a major equipment item becomes unusable.

1.6.2.4.6. (Added) Coordinate with base environmental management function to ensure EOD operations do not conflict with applicable local, state, or federal environmental regulations or guidelines.

1.6.2.4.7. (Added) Offer commanders and leaders directing EOD operations (home-station and support bases) a capability briefing annually and within 90 days of assuming command. Briefing should give insight into mission, capabilities, limitations, force protection, unit type codes, response to civil authorities, etc.

1.6.2.4.8. (Added) Site visits to wartime support locations are highly encouraged to ensure familiarization with local procedures, plans, and facilities.

1.6.2.4.9. (Added) The division chief will establish and implement a self-evaluation program. This program is essential in maintaining an effective and professional unit. The program is designed to assist in identifying problems and discrepancies, determining the underlying causes, formulating solutions, and ensuring identified issues are corrected. This program will include:

1.6.2.4.9.1. (Added) Semi-annual assessment of functional areas utilizing the AFMC EOD self-inspection checklists, as modified by the command units and approved by HQ AFMC/CEOX. These checklists and associated references will also be used as the basis of preparation for higher headquarters' inspections. The approved checklists and OPRs are:

- 1.6.2.4.9.1.1. (Added) EOD Training, Nuclear Surety and Technical Data (OPR: Kirtland).
- 1.6.2.4.9.1.2. (Added) Vehicles, EOD Equipment and Information Management (OPR: Eglin).
- 1.6.2.4.9.1.3. (Added) EOD Range, Munitions, Range Residue, and Security (OPR: Hill).
- 1.6.2.4.9.1.4. (Added) EOD Operations, Supply and Flight Management (OPR: Edwards).
- 1.6.2.4.9.2. (Added) Cross feed significant findings, which may benefit other units.
- 1.6.2.4.9.3. (Added) Documentation of self-evaluations to include corrective actions and estimated completion dates.
- 1.6.2.4.9.4. (Added) Units will annually review and provide suggested changes to the OPR for the respective checklists. OPRs will forward consolidated proposed changes to HQ AFMC/CEOX by 30 September of each year for final approval.
- 1.13.8. (Added) EOD Facilities. The host base will provide facility requirements IAW AFI 32-1024. As a minimum, the facility will include the following:
 - 1.13.8.1. (Added) Administrative office(s).
 - 1.13.8.2. (Added) Classroom for conducting classified training.
 - 1.13.8.3. (Added) Sufficient area for storage and maintenance of equipment.
 - 1.13.8.4. (Added) Proficiency range.
 - 1.13.8.5. (Added) Operations/control center.
 - 1.13.8.6. (Added) Enclosed shelter for at least two emergency response vehicles.
 - 1.13.8.7. (Added) Facilities must be configured for continuous alert status, and will include an alert duty room, kitchen, latrine with shower, and laundry area.
- 1.13.9. (Added) Communications Equipment. Each EOD unit must have, as a minimum, the following communication equipment.
 - 1.13.9.1. (Added) Secondary crash net telephone with "talk" capability.
 - 1.13.9.2. (Added) Two Class "A" telephones.
 - 1.13.9.3. (Added) Secret Internet Protocol Router Network (SIPRNET)/Global Command and Control System (GCCS) access terminal.
 - 1.13.9.4. (Added) Four telephone pagers for standby duty.
 - 1.13.9.5. (Added) Two cellular telephones for emergency response.
 - 1.13.9.6. (Added) Secure Telephone Unit III (STUIII).
 - 1.13.9.7. (Added) Facsimile machine.
 - 1.13.9.8. (Added) Each unit will have a dedicated radio frequency.
 - 1.13.9.9. (Added) EOD response/alert vehicles will be equipped with multi-channel radios programmed for the Fire Department, tower/ramp, and airfield net.
 - 1.13.9.10. (Added) Four portable radios with scanning capability to monitor emergency agency nets.
- 1.13.10. (Added) Vehicles.

1.13.10.1. (Added) EOD vehicle allowances can be found in Allowance Standard (AS) TA 019 and TA 024. Allowance Standards 019 and 024 are source documents only and do not constitute authorization or approval authority for vehicles. If a Basis of Issue (BOI) does not exist, a request to establish a BOI must be sent to HQ AFMC/LGT. The MAJCOM Vehicle Authorization List (VAL) is the source for all approved registered vehicles authorizations.

1.13.10.2. (Added) Vehicles must be highly reliable, ready to respond and capable of:

1.13.10.2.1. (Added) Travel to and from support base and emergency locations on public roads.

1.13.10.2.2. (Added) Transport of classified material, ordnance, and explosives.

1.13.10.3. (Added) Units will establish in writing through the Base Fleet Manager a minimum vehicle level. Once the minimum level is reached, vehicles in maintenance should receive priority attention.

1.13.10.4. (Added) EOD vehicles are exempt from mileage rotation, if equipped as per para 1.13.10.5.

1.13.10.5. (Added) Mark at least two permanently assigned, 4X4, 6 passenger emergency response vehicles IAW TO 36-1-191, chapter 2. As a minimum equip with emergency lights, siren with public address capability, cigarette lighter receptacle, equipment required by AFMAN 91-201, enclosed equipment storage, pintel hook and trailer light receptacle.

1.13.11. (Added) Equipment Requirements.

1.13.11.1. (Added) Report excess equipment/supplies to HQ AFMC/CEOX.

1.13.11.2. (Added) Equipment must be kept in a ready status for response. When the item TO does not specify an inspection interval, as a minimum, units will inspect base support equipment quarterly, mobility equipment semi-annually, and emergency standby equipment weekly.

1.13.11.3. (Added) 775 CES/CED and 96 CEG/CED will ensure EOD equipment and explosives are pre-positioned to support the Air Logistics Centers (Wright-Patterson and Tinker AFBs respectively), as noted in the AFMC WMP-1. This equipment and explosives must be inspected at least annually by qualified EOD personnel to ensure reliability and serviceability.

1.13.11.4. (Added) Track and document equipment inspections and serviceability.

1.13.11.4.1. (Added) Unserviceable equipment will be identified to prevent use during operations.

1.13.11.4.2. (Added) Inventory lists are required in tool or equipment containers.

1.13.11.4.3. (Added) Maintain a listing of items with an expiration date.

1.13.11.5. (Added) All EOD equipment, except for aircraft safing kits, is exempt from the Composite Tool Kit (CTK) program. The aircraft safing kit must meet all the provisions of the command CTK program.

1.13.11.6. (Added) Issue and account for personal retention equipment required by the ESL.

1.13.12. (Added) Accurate munitions forecasting is critical to the maintenance of an effective EOD capability. The unit must ensure all operational and training munition requirements are included in annual "5 Year" forecasts. The forecast will be forwarded by HQ AFMC/CEOX (munitions are forecasted by AFMC/CEOX).

1.13.13. (Added) Units are authorized to use Locally Manufactured Equipment (LME) in support of research and development operations. In-depth procedures, oriented primarily around safety, will be

developed for inspection and use of this equipment. Procedures for use of LME will be coordinated with appropriate safety office(s).

1.13.14. (Added) Administrative Requirements.

1.13.14.1. (Added) As a minimum, prepare and maintain the following instructions/Operating Instructions:

1.13.14.1.1. (Added) Munitions Disposal Procedures.

1.13.14.1.2. (Added) EOD Explosive Training Operations.

1.13.14.1.3. (Added) Proficiency Range Operations.

1.13.14.1.4. (Added) Storage, control, and transportation of explosives.

1.13.14.1.5. (Added) Emergency response, notification and standby procedures.

1.13.14.1.6. (Added) EOD assistance to outside agencies and civil authorities.

1.13.14.1.7. (Added) EOD support of test/research and development operations.

1.13.14.2. (Added) Each unit must develop a technical order and publication familiarization program to ensure all personnel are aware of new changes, supplements, and revisions. Include changes to Air Force instructions and manuals when the changes affect personnel or unit mission.

1.13.14.3. (Added) Support base information folders will be established for all units supported under AFI 25-201 agreement (only if not on same installation as EOD unit) and those bases supported during war-time.

2.7.2. Units will maintain Bomb Data Center Bulletins for a minimum of three years.

2.8. (Added) EOD Operations.

2.8.1. (Added) EOD Support. Units are tasked to provide support as follows:

2.8.1.1. (Added) Peacetime support may include parent and associate unit operations, other DoD services, civil authorities, federal agencies, and others as tasked by HQ AFMC/CEOX.

2.8.1.2. (Added) Wartime support may include mobility deployment, accelerated testing of weapons systems, support to other CONUS bases, or other taskings as directed by HQ AFMC/CEOX.

2.8.1.3. (Added) Extensive or recurring support to non-AFMC units should be outlined in a formal support agreement or memorandum of agreement.

2.8.2. (Added) Operational units must provide an EOD team for 24-hour standby coverage. Each unit will establish maximum on and off duty response times based on local conditions.

2.8.3. (Added) Units must establish local procedures governing the alert notification of the standby team. A standby roster must be furnished to the base command post and other agencies as required by local directives.

2.8.4. (Added) Command and control.

2.8.4.1. (Added) During normal operations EOD is under operational control of the Base Civil Engineer.

2.8.4.2. (Added) During emergency operations EOD is under operational control of the on-scene commander.

2.8.4.3. (Added) When providing support to civil authorities, personnel respond at the direction of the installation commander or appointed representative, who accompanies EOD off base for the purpose of making command and risk decisions.

2.8.5. (Added) Research and Development (R&D) operations.

2.8.5.1. (Added) The responsible test organization will provide existing technical data and suggested EOD procedures to the supporting unit at least 45 days prior to start of testing. The EOD unit (using provided data) will develop, evaluate, validate, and classify (if required) the EOD procedures required to support an R&D mission. This process should be completed 15 days prior to start of the test. UNDER NO CIRCUMSTANCES WILL SUPPORT BE PROVIDED WITHOUT PROPERLY COORDINATED PROCEDURES. Coordinate all procedures with base weapons safety, range safety, systems safety, and the base environmental office, as appropriate.

2.8.5.2. (Added) The project engineer or officer will provide guidance for operations in direct support of R&D projects. Although efforts must be made to meet the project objective, the safety of personnel is of primary importance and will not be jeopardized.

2.8.5.3. (Added) As the primary resource manager, the division chief must be completely familiar with all aspects of the support provided to the test mission. ACCESS TO RELEVANT MUNITION INFORMATION REQUIRED TO PROVIDE SUPPORT TO CLASSIFIED PROGRAMS WILL NOT BE DENIED TO EOD PERSONNEL WHO SUPPORT SUCH PROGRAMS. Report any difficulties obtaining this information to HQ AFMC/CEOX.

2.8.5.4. (Added) EOD procedures and technical data packages developed under R&D testing are allowed only limited distribution. All requests for these procedures must be coordinated through HQ AFMC/CEOX.

2.8.5.5. (Added) All AFMC EOD units are authorized to conduct foreign munition exploitation, to include foreign munition disassembly, consistent with mission requirements. Detailed exploitation and disassembly procedures must be established and utilized. For AAC units (except AAC/DET 63), the procedures must be approved by AAC/SEOW. For non-AAC units, the procedures must be approved by HQ AFMC/CEOX IAW AFMAN 91-201. Any previously unknown information gathered by AFMC EOD units relevant to the Joint EOD Program will be shared with NAVEODTECHDIV to the fullest extent possible.

2.8.5.6. (Added) 96 CEG/CED and 775 CES/CED will establish and maintain the capability to locate, excavate, recover, render safe, dispose of and/or disassemble test munitions through the use of remotely controlled vehicles and equipment when applicable. The primary purpose for this capability is to permit munitions failure analysis and/or disposal of weapon systems posing unusually high risk to personnel.

3.6.1. (Added) The division chief may waive make-up training except for nuclear weapon requirements and Status of Resources and Training System reportable training. Waived training will be documented in the individuals training record. Classroom training can be used for make-up training for all training except nuclear weapon annual practical training and certification.

3.6.2. (Added) Develop an Initial Job Qualification Standard. Assigned personnel will be task qualified before performing standby duties.

3.6.3. (Added) Develop an annual training forecast according to the Standard Training Plan and local requirements. Prepare a monthly training schedule to implement the annual training forecast and show, as a minimum, subject titles, date, and time for each subject.

3.6.4. (Added) Other training.

3.6.4.1. (Added) Attend CPR training annually.

3.6.4.2. (Added) It is highly encouraged to obtain “opportunity” training on aircraft and weapons systems, including those used by other AFMC units, MAJCOMs, and DoD agencies.

3.6.5. (Added) Each unit will maintain an adequate supply of training aids. All inert, empty, static display and training munition items will be accounted for on a munitions supply account, or similar system. These items will be exempt from technical data requirements and inspections. When items are no longer usable for training, they will be turned in to Munitions Supply or destroyed and removed from accountability.

DAVID M. CANNAN, Brigadier General, USAF
Command Civil Engineer